|  |
| --- |
| **We are committed to equal opportunities in employment and service delivery, and are only interested in your ability to do the job.** |

**Please ensure you complete all sections of the application form in black print/ink.**

**Your application will be treated in the strictest confidence.**

|  |  |
| --- | --- |
| Post applied for: | Job reference: |
| School: | Closing date: |

|  |
| --- |
| 1. **Personal details**
 |

|  |  |
| --- | --- |
| First name/s: | Last name: |
| Address: | Previous Name(s): |
|  | NI Number: |
|  | Telephone (Daytime): |
|  | Telephone (mobile): |
| Postcode: | Email address: |

|  |
| --- |
| 1. **Current Employment – Present or most recent employment**
 |

|  |
| --- |
| Name of employer  |
| Job title: | Current Salary: |
| Date from / to: |
| Subject / areas taught and any responsibilities: |
| Key responsibilities:  |

Reason for seeking new position/leaving:

|  |
| --- |
|  |

If you have more than one employment please provide the same information for each job, if necessary, on separate sheet

|  |
| --- |
| 1. **Previous Employment**
 |

|  |  |  |  |
| --- | --- | --- | --- |
| Job title and brief outline of duties | Name and address of employer  | Dates From – to (M0nth & Year) | Reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Please start with the most recent** including any unpaid or voluntary work. Continue on separate sheet if necessary.

Please account for any gaps in your employment history:

|  |
| --- |
|  |

|  |
| --- |
| 1. **Education, training and development**
 |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of institution | Dates - From – To (Month & year) | Course/subject taken | Qualification/ grade |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Details of any relevant learning or development.** Please include dates. (e.g. short courses, first aid, computer skills, work-based NVQ etc., and any current courses.)

|  |
| --- |
|  |

**Professional / Teaching membership**

|  |  |
| --- | --- |
| Name of professional / technical body: | Grade of membership: |
|  |  |
|  |  |

|  |
| --- |
| 1. **Supporting statement**
 |

Please read the job description and person specification. Using examples, **show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible.** Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

|  |
| --- |
|  |

**Please continue if necessary.**

|  |
| --- |
| 1. **Employment checks for the safeguarding of children**
 |

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS.

**Rehabilitation of Offenders Act**

We will treat applicants who have a criminal record fairly and will not discriminate because of a conviction or other information revealed. Possession of a criminal record will not automatically prevent applicants from working with us.  As part of the recruitment process any information revealed regarding a criminal record will only be considered in light of its relevance to the post for which the candidate is applying.

As you are applying for a post which is eligible for a DBS Disclosure, you are required to declare information on any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance.

Therefore, if you have received a conviction or caution, which would not be filtered in line with current guidance, you must provide details below (including any convictions in a court of law outside of Great Britain) and any prosecutions that you have pending. If there are none please write ‘none’.

|  |
| --- |
|  |

**Other Sanctions**

Please provide details below if you are subject to sanctions imposed by a regulatory body, e.g. the National College of Teaching and Leadership (NCTL). If there are none please write ‘none’:

|  |
| --- |
|  |

|  |
| --- |
| 1. **Additional information**
 |

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Disability Discrimination Act defines a person as having a disability if he or she has,” a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities”.

Do you have a disability? Yes [ ]  No [ ]

We will make reasonable adjustments to help a person with a disability through the application & selection process and, if successful, to assist you in carrying out the duties of your job. Please see the applicant guidance notes for further information.

Are you eligible to work in the UK? Yes [ ]  No [ ]

Do you require a work permit? Yes [ ]  No [ ]

Do you, your partner or family have any interests (financial, professional

or otherwise) that may conflict with your employment? Yes [ ]  No [ ]

(If yes, give details)

Are you related to any member of staff / governor at the school? Yes [ ]  No [ ]



|  |
| --- |
| If yes, give name and relationship:  |

**Note:** Soliciting support or information to give an unfair advantage may disqualify your application.

|  |
| --- |
| 1. **References**
 |

Please give details of at least two referees, one of whom must be your current or most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. References must cover a **minimum of three years**. If there has been a gap in employment or where you do not have three years of employment, then a personal reference covering this period from someone who can comment on your ability to do the job is acceptable. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.

**References will be taken up on all short-listed candidates before interview.**

|  |  |
| --- | --- |
| Name:  | Name:  |
| Address:   | Address:   |
| Tel no:  | Tel no:  |
| Email:  | Email:  |
| Occupation/Relationship:  | Occupation/Relationship:  |
| How long have they known you?  | How long have they known you?  |

We will seek references as detailed above and may approach other previous employers for information to verify particular experiences or qualifications. We may also ask previous employers for information about disciplinary offences relating to children or young people, including any in which the penalty is ‘time expired’ (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns. Please provide any details below of any issues, such as those described above that may be raised by any potential references. If there are none please write ‘none’:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Signature:  |  Date:  |

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used by Life Chance. I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice.